

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FBIS Bureau Chiefs Conference Address

FROM

EXTENSION

NO.

Chief, Executive & Planning Staff, FBIS  
1013 Key BuildingDATE  
22 April 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Administration
2. 7 D 18 Headquarters

4 APR 1981

4/24

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Please note that your talk with FBIS Bureau Chiefs will begin at 1410 rather than 1400 as previously mentioned.

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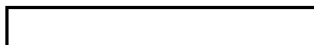
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FD/A REGISTRY  
FILE: 200-1000000000

22 April 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Chief, Executive and Planning Staff, FBIS

SUBJECT: FBIS Bureau Chiefs Conference Address

1. Your acceptance of our invitation to address the FBIS Bureau Chiefs Conference on 28 April 1981, is appreciated. You are scheduled to speak at 1410 in the IG Conference Room, 6E13 Headquarters. For your information, I have attached a listing of the FBIS bureau chiefs and headquarters personnel who will be attending your session.

2. Listed below are several topics of interest to the bureau chiefs upon which you may wish to comment:

- a. Overview of the Agency as seen from your vantage point.
- b. Significant trends and developments within the DA, particularly those pertaining to training and communications.
- c. Future of ADP in the Agency.
- d. Status of pending legislation on FOIA and the identities question.



Attachment:  
As stated

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HEADQUARTERS TALKS - SCHEDULED SPEAKERS

28 April 1981

1330 - 1700

IG Conference Room - 6E13 Headquarters

1330 - 1400

DD/NFAC, R. E. Hineman

1410 - 1445

DDA, Max Hugel

1500 - 1600

DDS&T, Leslie C. Dirks

1630 - 1700

DCI, William J. Casey

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FOREIGN BROADCAST INFORMATION SERVICE

FACT SHEET

Background and History: The Foreign Broadcast Information Service (FBIS), with some minor changes in title, has monitored foreign media on behalf of the U.S. Government since the spring of 1941. During World War II it was the primary source of information from the Axis radios, first from Germany and Italy, and after December 1941 from Japan, and the areas under their control. Translation of foreign publications as a service of common concern to U.S. departments and agencies, for which FBIS assumed responsibility in 1967, also had its roots in World War II with the exploitation of captured foreign language documents.

FBIS has had a long-standing, cooperative arrangement with the BBC Monitoring Service whereby the product of FBIS monitoring is made available to the British in return for material monitored by the BBC. This reciprocal agreement makes possible broader coverage and results in financial savings for both services.

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Field Bureaus: FBIS has ☐ field bureaus engaged in monitoring foreign media news and commentary. Each is staffed with foreign language monitors, editors, technicians, communicators, and support personnel. Bureau chiefs, editors, and some technical and administrative personnel are Americans; others are locally hired or are third country nationals. Monitors listen to radio broadcasts and read press wirefiles and newspapers and translate items selected by the editors. Selected materials are wirefiled to U.S. embassies and military commands, to the BBC ☐ and to FBIS Headquarters.

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Headquarters: FBIS Headquarters in Washington receives daily some 300,000 words of monitored material from the field. Priority selections from this file are redisseminated on the 24-hour FBIS Wire Service to a number of official recipients including the White House, State Department, and Defense Department. The bulk of the field file is published in the FBIS DAILY REPORT which is issued in eight geographical volumes five times a week to a wide range of government offices and by public subscription from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161.

In addition, FBIS Headquarters has a large number of professional linguists who regularly receive and scan thousands of foreign newspapers, periodicals, and other publications for materials of interest to the U.S. Government. Selections are translated by independent contract translators and published by the Joint Publications Research Service in serial and ad hoc issuances. These, too, are available for public subscription from NTIS.

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FBIS is also responsible for analysis of the content of foreign media, particularly that of the communist countries. The focus of this effort is largely political and necessarily shifts with international developments. The findings are recorded in the weekly TRENDS IN COMMUNIST MEDIA and in special studies as warranted by developments or requested by consumers. The TRENDS is available by public subscription from NTIS upon declassification six months after publication.

OPERATIONS GROUP

FACT SHEET

STAT ☐ The office of the Chief, Operations Group directs the activities of FBIS field installations, ☐ Its Headquarters purview includes the Daily Reporting Division, which manages the two primary vehicles for dissemination of the field bureaus' product--the Wire Service and DAILY REPORT--and prepares editors for overseas assignments. The Field Coverage Staff and Engineering Design and Support Staff support the Chief, Operations Group in the management of field operations. STAT

The Field Coverage Staff (FCS) coordinates the allocation of broadcast and newspaper coverage responsibilities at FBIS field bureaus to insure the most efficient use of resources in meeting consumer needs. FCS plans and implements field reception surveys; prepares staff studies and makes recommendations on the coverage responsibilities, staffing, equipment requirements, and location of projected and existing installations; and provides coverage-related assessment of field operating procedures. It organizes, directs, and coordinates cruising for new broadcast sources, tabulates information on field bureau monitoring, and researches, assembles, and disseminates information on broadcast media, both radios and press agencies.

The Engineering Design and Support Staff (ED&SS) formulates and reviews plans for technical facilities and electronic installations in FBIS Headquarters and at overseas bureaus. ED&SS advises the Chief, Operations Group on engineering problems and participates in surveys and evaluations of monitoring sites. It provides engineering and technical support to FBIS field installations, coordinates the procurement of electronic equipment for media monitoring, and tests and evaluates new monitoring and communications equipment and systems with potential for FBIS use. Ongoing ED&SS projects include the design, development, and testing of remote-monitoring techniques, improved antennas, new recording and reproducing systems, and techniques for television, facsimile, time-division-multiplex, and satellite monitoring.

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DAILY REPORTING DIVISION

FACT SHEET

STAT The Daily Reporting Division (DRD), Headquarters' largest division, is the component of Operations Group responsible for the two primary outlets for distribution of the material monitored in the field--the Wire Service and the DAILY REPORT. The division also serves as focal point for quality control of the field product and as training assessment center for the Information Officers who rotate between Headquarters and field assignments. DRD has ☐ professional, technical, and clerical employees. It is organized into the Office of the Chief, the Wire Services Staff, the Publications Staff, the Reference Staff, and four geographic branches that prepare the DAILY REPORT.

The Wire Service functions as the operations center for FBIS, manned around the clock, seven days a week. Its duty officers screen all incoming teletype traffic from the FBIS field, ranging from 200,000 to more than 300,000 words a day, for information of immediate concern to key national operations centers and other recipients of the 24-hour Wire Service "ticker." The Wire Service carries an average of 40,000 words a day. As watch officers, Wire Service personnel alert major recipient offices to newsbreaks, oversee and coordinate FBIS field bureau coverage of breaking developments worldwide, and act as liaison between consumer offices and FBIS Headquarters and field components during evening and overnight shifts and on weekends. The Wire Services Staff's Communications Center produces the Wire Service "ticker" and controls communications to and from the field.

The DAILY REPORT, published Monday through Friday, is divided into eight geographic volumes--People's Republic of China, Eastern Europe, Soviet Union, Asia and Pacific, Middle East and Africa, Latin America, Western Europe, and South Asia. Together the eight volumes carry about 220,000 words in 420 pages each day. They include selected items provided by the area divisions of Production Group along with material monitored in the FBIS field. They are printed overnight for distribution the next morning in more than 5,000 copies throughout the Government and are available to the public on subscription through the National Technical Information Service of the Department of Commerce. Daily microfiche versions are also available.

The Reference Staff provides reference services to the field bureaus as well as to Division personnel and handles cable distribution to all Headquarters components.

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ANALYSIS GROUP

FACT SHEET

The Analysis Group (AG) systematically studies the behavior and content of the broadcast and press media of communist countries, reporting its assessments and interpretations in the weekly TRENDS IN COMMUNIST MEDIA and in ad hoc Analysis Reports, Special Memoranda, and wirefiled Analysis Notes on current developments. AG also examines noncommunist media as required and prepares views of foreign media reaction to major international developments.

AG's stock-in-trade is analyzing current statements in the perspective of past media behavior and in the context of current political developments--identifying new elements, changes in formulations, or departures from the norm and assessing the import in terms of possible policy shifts and political trends. The weekly TRENDS contains articles on such topics as Sino-Soviet, Sino-U.S., and Soviet-U.S. relations; SALT and disarmament; the Arab-Israeli dispute, and other Middle East issues; the Korean problem; Indochina; international communist alignments; and internal developments in the PRC, the USSR, East Europe, and other communist countries. These and related subjects are examined in greater depth and over a longer time span in Analysis Reports.

AG publications are disseminated widely to government recipients. Before distribution of the printed version, the TRENDS is disseminated by wire to U.S. missions abroad as well as to recipients in the Washington area. The TRENDS is automatically declassified or decontrolled six months after date of issue and made available for public subscription through NTIS (National Technical Information Service, U.S. Department of Commerce). Subscribers include research centers, U.S. and foreign universities, major newspapers, as well as corporations, foreign embassies, and private citizens.

AG personnel are grouped in analysis branches and a Research Branch, which develops and maintains unique reference files of media source materials. AG analysts maintain close working relationships with counterparts throughout the Community, participating in working groups, task forces, and joint projects of various kinds.

Special services by analysts and research assistants include responses to inquiries from other Agency components, the National Security Council staff, the State Department, ICA, U.S. missions abroad, and other offices concerned with foreign affairs. AG provides continuing analytic support to U.S. delegations at major international negotiations such as SALT and MBFR.

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STAT Research Branch holdings include comprehensive files of the texts of public statements over three decades by top communist leaders, as well as official government and party statements, diplomatic notes, and major press articles. Extracts of communist materials on critical themes and issues are computerized in  a program that permits retrieval by thematic category and keyword. The computerized key themes file for Soviet material dates from October 1964, for the PRC from 1960, and for North Korea from 1978.

Another unique research tool is volume and beaming data on Moscow and Beijing radio broadcasts, developed from listings compiled by FBIS field bureaus.

PRODUCTION GROUP

FACT SHEET

The primary mission of Production Group is the exploitation of foreign-language open source literature for information responsive to the current and long-term requirements of the Intelligence Community. A secondary mission is to provide foreign-language support to other components of CIA and, occasionally, other agencies of the Intelligence Community.

As a service of common concern to the U.S. Government, some [ ] Intelligence Officers in Production Group's three Area Divisions regularly scan more than 3,000 newspapers and periodicals--in addition to irregularly published monographs and books--for information on political, economic, military, sociological, and scientific and technical developments. Selected material is translated or abstracted, edited, published, and disseminated throughout the Government, the academic and business communities, and the public at large. To do this, the Intelligence Officers must possess, in addition to the mastery of one or more of the 45 foreign languages regularly used, a current awareness of worldwide political, economic, military, and sociological affairs and a broad knowledge of state-of-the-art developments in science and technology. While selection is guided by collection requirements originated both at the national level and by individual analysts, Intelligence Officers must possess the type of creative cognizance that enables them to perceive the intelligence implications of the material they review.

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Most items of significance identified by the Area Divisions--USSR, Near East/Asia/Africa, and Europe/Latin America--are sent for translation to Independent Contractors managed by the U.S. Joint Publications Research Service (JPRS), an off-premises component of Production Group with a staff of [ ] JPRS is an acknowledged CIA component. Some [ ] contract translators on the JPRS rolls, located throughout the United States, translate the material on a piece-work basis and are paid on a schedule of rates per thousand words translated. The finished translations are reviewed, edited, and organized into a regular series of publications by the JPRS staff. The JPRS printshop publishes and distributes the reports. JPRS also performs translation work for other Government departments and agencies on a cost-reimbursable basis. Some 250,000 pages of unclassified translations in 52 serial reports and ad hoc issuances are published annually by JPRS. Most of the reports are available for public sale through the National Technical Information Service (NTIS) of the Department of Commerce.

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A small Translation Services Staff (TSS) assists the office of the Group Chief in managing the press collection programs, receiving requirements, and coordinating the work of the Area Divisions and JPRS. TSS includes the Consolidated Translation Survey (CTS), an index to information on translations available Government-wide. With more than a million and a quarter records, CTS serves as an anti-duplication check which saves the government an estimated \$1 million annually in cost avoidance.

Because Production Group houses the largest and most versatile complement of language officers in CIA, its linguists also function as a pool providing a variety of foreign-language support services to Agency offices. [ ] multi-linguists skilled in 18 languages staff the FBIS Foreign Language Service Center (FLASC), located in the CIA Library, which provides on-the-spot linguistic assistance to Agency analysts and officials. FLASC is managed by the Chief, TSS. Linguists in the three Area Divisions also provide special services including interpretation, translation or transcription of audio tapes, and translation of classified documents.

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JOINT PUBLICATIONS RESEARCH SERVICE

FACT SHEET

STAT JPRS functions as a [ ] office of the FBIS Production Group. Working against Community requirements, the inhouse Divisions of Production Group identify material to be translated from unclassified foreign newspapers, journals, and books. This material is then sent to STAT JPRS for translation by some [ ] Independent Contractors (IC's) skilled in 70 languages. The assignments are made through three JPRS Area Officers based on their knowledge of each IC's capabilities.

Rates of payment to IC's vary, depending on language and subject matter difficulty and on translator proficiency. Each IC's work is evaluated at least annually by the inhouse Division linguists, who share responsibility for product quality control with the JPRS Area Officers. All guidance and feedback to the IC's, whether originating in the JPRS Language Units or in the inhouse Divisions, is channeled through the Area Officers and their assistants.

The Area Officers verify the cost and accuracy of each completed translation. The material is then reviewed, formatted, and collated by the JPRS Publications Section and sent on to the Reproduction Section for printing. JPRS publishes 52 serial reports and numerous ad hoc reports--a total of some 280,000 pages annually. Distribution within the Government averages 155 copies per report. Except for those containing copyrighted information and restricted FOR OFFICIAL USE ONLY, all the JPRS reports are on sale to the public through the National Technical Information Service of the Department of Commerce. Indexes to all JPRS publications are prepared on a monthly basis by Bell and Howell's Microphoto Division.

As a service of common concern, JPRS also makes its contractual services available to other Government departments and agencies for unclassified translation on a cost-reimbursable basis. JPRS does not publish these translations, which are not related to the FBIS foreign media exploitation mission. This reimbursable activity currently accounts for 10 percent of JPRS' translation activity.

JPRS' premises are uncleared and include a reading room open to the public.

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### FBIS Mission

FBIS is an overt activity which, as a service of common concern, monitors the foreign public information media, selects and translates from the media information responsive to collection requirements, and disseminates the processed information gratis to U.S. embassies, missions and consulates, major military commands, and all interested departments and agencies of the U.S. Government.

### Current Information Handling

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[redacted] FBIS field bureaus are located [redacted]  
[redacted] to monitor foreign radio broad-  
casts, press agency transmissions, and publications for information primarily supporting current research and analysis. A list of countries covered by each field bureau is attached.

Selected items are wirefiled as unclassified messages to FBIS Headquarters (Washington) and official users overseas, including embassies, consulates, and major military commands. Examples of some 200 continuing wirefile services to consumers overseas are: "significant items from Iranian broadcasts," "Statements by French leaders," and "significant items from the Beijing XINHUA file." Special temporary wirefile services can be arranged for field consumers during periods of high interest in a particular foreign area or event.

The most significant material received in FBIS Headquarters is immediately disseminated to major U.S. Government consumers via the FBIS Wire Service ticker. The FBIS Wire Service also relays selectively to U.S. missions and negotiating delegations abroad analyses of communist media relating to specific topics or events.

The bulk of field-monitored material received in FBIS Headquarters is published within 1 to 2 days in the 8 regional volumes of the FBIS DAILY REPORT issued 5 days per week: People's Republic of China, Eastern Europe, Soviet Union, Asia and Pacific, Middle East and Africa, Latin America, Western Europe, and South Asia.

### Nonperishable Information Handling

FBIS Headquarters has foreign document officers who regularly receive and scan some 3,000 foreign newspapers, periodicals, and other publications for material of interest to the U.S. Government. Most of the information identified as significant by the foreign documents officers is sent for translation to independent contractors managed by the Joint Publications Research Service (JPRS), a component of FBIS.

Translated material appears in more than 52 regional and topical serial reports and ad hoc issuances published by JPRS and disseminated gratis to interested departments and agencies of the U.S. Government. A list of these serial publications is available on request.

How to Request FBIS Publications

Routine requests for FBIS wirefiled material, publications, and services should be made by letter or message to the Chief, Liaison and Requirements Branch, FBIS, through the following channels:

DoD : DIA/RTS-2C

State Department: INR/OIL

ICA : PGM/G

Urgent requests may also be made directly to any FBIS field bureau by wire, phone or in person, or to FBIS Headquarters directly (unclassified router RUTLAAA/FBIS WASHDC). Field bureaus will assure that the requests are relayed properly within the FBIS system.

In referring to items received from FBIS bureaus, use the letter-number combination which follows the heading and the headline. For example:   (FBIS bureau abbreviation, date and GMT filing time). This identifier follows the item from processing to publication so that FBIS can identify it if a customer has a query.

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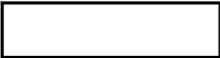
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MEMORANDUM FOR: DD/A

Max:

As requested.

  
Charles A. Briggs  
IG

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Date 28 April 1981

FORM 101 USE PREVIOUS  
5-75 EDITIONS

28 April 1981

FBIS is oldest (1941) Agency component. Product highly regarded.

Low cost, productive, well managed component. Probably most cost effective information collection process in Government.

Present management actively moving toward technological innovation in screening, printing and dissemination.

Linguist shortage problems as in DO. Besides radio monitoring, a major translation effort exists in the FBIS proprietary, the Joint Publication Research Service (JPRS). Its product also used heavily by Government, industry and academia (purchased, via Commerce).

Troops would be very interested in anything you might say on:

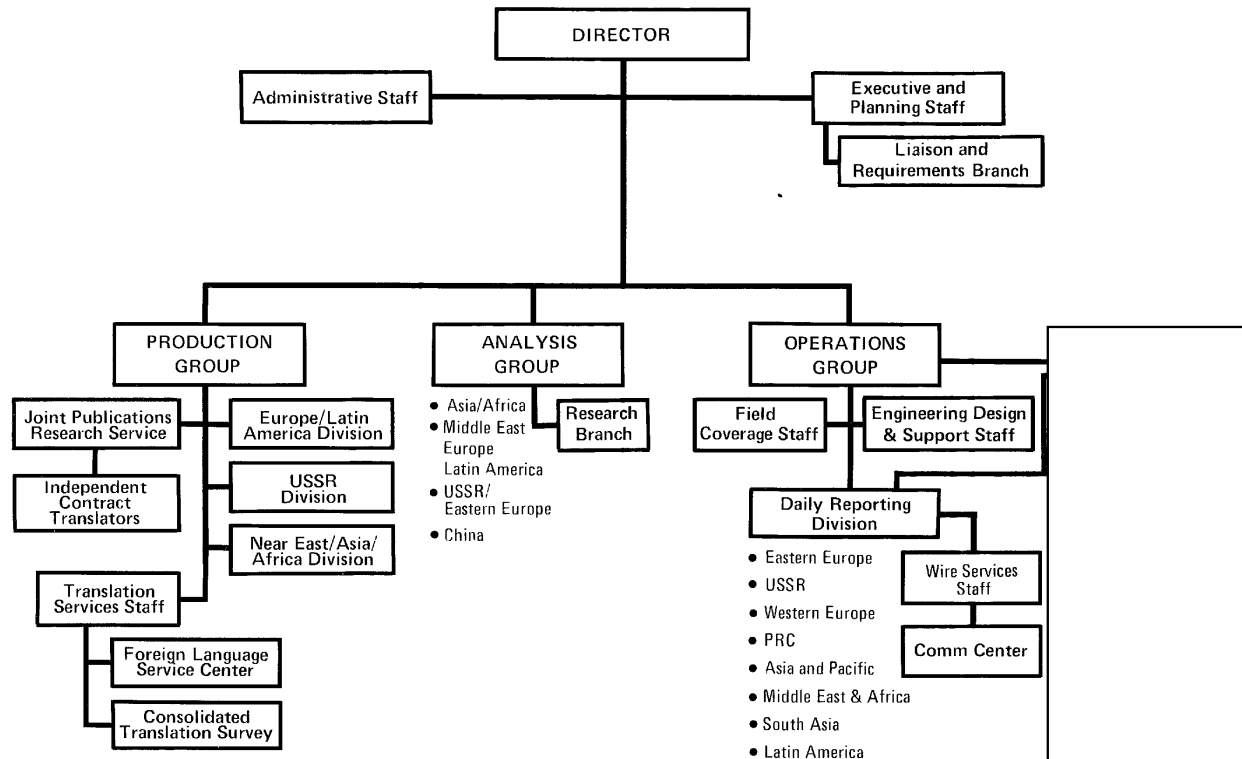
- Thoughts/plans to make overseas life more attractive.
- About your knowledge of Mr. Casey.
- Your views re use of DCI special authorities vis-a-vis procurement, sole source contracting, etc.

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### Foreign Broadcast Information Service



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JAN 1980

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**WORLDWIDE  
ROAD-AST  
INFORMATION**

196 countries, 7 million  
road miles from foreign  
travelers, 255,000  
words to headquarters  
and selectively to 250

